# Checklist for the Swiss Embassy

|  |
| --- |
| **Family name:** (according to passport) **Country of origin:** |
| **First (given) name:** (according to passport) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Incomplete/ineligible dossier ->  Rejected** Back to sender. Indicate the reason. | |
|  | | **Complete dossier -> Accepted**  Forward to Berne. All documents submitted. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **exact  order** | |  | | **Per candidate: 2\* signed sets of application documents (1 original + 1 copy) in exact order given below. Please send both sets to the ESKAS/ FCS secretariat no later than 31.12.** |
| **Research (FA/SR)**  **PhD**  **Post-doctoral Scholarship Application** | | | | |
| 1) |  | | **Signed FCS application form** (typed and printed) with photo. | |
| 2) |  | | A full CV with list of academic publications, awards etc. | |
| 3) |  | | A motivation letter (max. 2 pages). | |
| 4) |  | | A complete research proposal (max. 5 pages, **signed**), using exclusively the FCS research proposal form. | |
| 5) |  | | A copy of the letter from an academic host professor(including her/his short CV) at the chosen Swiss university confirming why she/he is willing to support and supervise the research. For research fellowships in addition: A short CV of the academic mentor at the home institution. For PhD scholarships at doctoral schools only: The confirmation for accepted admission is required. | |
| 6) |  | | Two confidential letters of recommendation from two different professors in the applicant’s field (use exclusively FCS reference form – originals in sealed envelopes only, for the 1st set). No copies for 2nd set. | |
| 7) |  | | Photocopies of certificates and grade sheets from previously attended universities/colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations. Applicants should not submit originals. | |
| 8) |  | | **Signed** medical certificate (use only the FCS health certificate form). | |
| 9) |  | | Two copies of the applicant’s passport (main page with personal data). Dual nationals add copies of both passports. If applicable, add a copy of the residence permit for Switzerland. | |

|  |  |  |
| --- | --- | --- |
| **Arts and Music Scholarship (Master level) Application** | | |
| 1) |  | **Signed FCS application form** (typed and printed) with photo. |
| 2) |  | A full CV with list of exhibitions, concerts, awards etc. |
| 3) |  | A motivation letter (max. 2 pages). |
| 4a) |  | For musicians: High-quality file of three different styles of music if the music involves interpreters and directors (USB memory stick or CD/DVD labelled with name, surname and country; link or QR-Code).  Composers have to submit their scores |
| 4b) |  | For painters, graphic artists and sculptors: Copies or photos of three pieces of their work, along with rough drafts (incl. their dates of creation; work labelled with name, surname and country). |
| 4c) |  | For other artists (e.g. dancers, actors, authors) : pieces of their art (USB memory stick or CD/DVD  labelled with name, surname and country; link or QR-Code). |
| 5) |  | A proof for “admission is under consideration” at the intended Swiss arts or music school (conservatory). This may be in the form of a conditional acceptance pending an entry exam or other specific requirements. If applicable, a copy of the letter from a professor confirming the supervision of the studies. |
| 6) |  | Two confidential letters of recommendation from two different professors in the applicant’s field (use exclusively the FCS reference form – originals in sealed envelopes only for 1st set). No copies for 2nd set. |
| 7) |  | Photocopies of certificates & grade sheets from previously attended universities/colleges & diplomas with grades, starting with the most recent. If not in English, French, Italian or German w/ attested certified translations. Applicants should not submit originals. Only applications for initial Master’s degree eligible. |
| 8) |  | **Signed** medical certificate (use only the FCS health certificate form). |
| 9) |  | Two copies of the applicant’s passport (main page with personal data). Dual nationals add copies of both passports. If applicable, add a copy of the residence permit for Switzerland. |

The members of the Federal Commission for Scholarship appreciate your remarks regarding the candidate. They take note of it as an additional element for the evaluation of the candidature.   
Thank you for adding your comments below.

**Swiss Embassy Remarks**

Place and Date: ………………………… Signature and Stamp: ……………………………

\* The first set contains the original, signed documents and attested translations. The other set is the copy of the first set.

The decisive list with the mandatory application documents you find on: www.sbfi.admin.ch/scholarships\_eng